



## **CHECKLIST FOR SC-SIC APPROVED DISTRICT CONDUCTED LOCAL “SIC BASICS” TRAINING**

- \_\_\_\_\_ Training is conducted by the SIC District Contact, who has received prior training and certification in the “SIC Basics” through SC-SIC state office.
- \_\_\_\_\_ Training must include the following components, following the guidelines and training format established by SC-SIC (“SIC Basics” PowerPoint):
- a) Historical and legislative background of School Improvement Councils;
  - b) The major responsibilities and roles of SICs;
  - c) Information on achieving the appropriate elected/appointed membership ratio, including pointers for nomination/election of parents, teachers, and (in high schools) students, and appointment of community members;
  - d) The requirements and importance of the annual *SIC Report to the Parents*;
  - e) Information on reporting local SIC membership information and the *SIC Report to the Parents* annually to the online *SC-SIC Member Network*;
  - f) Key statutory deadlines of various SIC activities;
  - g) Reference to the SC-SIC website ([sic.sc.gov](http://sic.sc.gov)) to include various resources such as sample local SIC bylaws, SIC annual calendar, sample SIC meeting agenda, effective meeting tips, and other pertinent materials.
- \_\_\_\_\_ Agenda for the training session.
- \_\_\_\_\_ Roster of training attendees (listing names, schools represented, and designation as parent, teacher, student, community member, administrator, or other).

***NOTE:*** This checklist should be submitted to the SC-SIC office within one week of the training date. Each SIC should be represented by a minimum of one school staff member (preferably the principal), one elected parent, one elected teacher, one elected student (if applicable), and one appointed community member.

\_\_\_\_\_  
Name of District

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
District Contact Printed Name

\_\_\_\_\_  
Superintendent Printed Name

\_\_\_\_\_  
District Contact Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date